Martinsburg-Berkeley County Public Library Commission

North Berkeley Library

February Strategic Planning Meeting Minutes

February 27, 2025

Lakyn Ausherman, President, called the special meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:00 PM in the North Berkeley Library.

**Attendees:**

Voting members: Lakyn Ausherman, President; Sarah Douglass, Vice Chair; Ian Gingold, Treasurer; Robert Mahaffey, Member; Alisa Mills, Secretary

Non-voting members: Gretchen Fry, MBCPL Director; Lynn Walker, Finance and Human Resource Manager

Gretchen Fry is planning to meet with Berkeley County officials again to plan for the future needs of the library.

One of the issues for the board to consider is whether the library should stay in its current location or relocate to a larger building in the future. All the entities in the county, including the Museum Commission, Roundhouse, and others share the same problems of the lack of downtown parking and insufficient funding from the city and county.

The board is inclined to conclude that a larger library building with adequate parking would be ideal, but probably not feasible in the near future.

A suggestion was made that a Berkeley County cultural committee to represent museums, galleries, the library and other cultural entities would be desirable.

A motion to adjourn was made by Gingold and seconded by Mahaffey. The strategic planning session closed at 5:30 PM.

Martinsburg-Berkeley County Public Library Commission

North Berkeley Library

February Regular Meeting Minutes

February 27, 2025

**Call to order:** Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:33 PM in the North Berkeley Library.

**Attendees:**

Voting members: Lakyn Ausherman, President; Sarah Douglass, Vice Chair; Ian Gingold, Treasurer; Robert Mahaffey, Member; Alisa Mills, Secretary

Non-voting members: Gretchen Fry, MBCPL Director; Lynn Walker, Finance and Human Resource Manager

Guest: Alexis Delong, a library employee

**Review of the January 23rd Regular Meeting Minutes:**

The January 23rd, 2025 Regular Minutes were approved on a Douglass/Mahaffey motion and by unanimous vocal vote.

**Financial Report: https://www.ipublishcentral.com/**

The Financial Report ending January 31, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Douglass, seconded by Gingold, all approved by unanimous vocal vote.

**Director's Report**:

The director's report was presented by Gretchen Fry and will be included in the minutes.

**Unfinished Business:**

Fireproofing options were discussed for the library, including a sprinkler system or other options. Pros and cons for potential efficiency and costs were discussed. More information is needed to determine which option is best for the needs of the building.

**New Business:**

A new library logo design was presented by Alexis Delong. The board commented on the design and was in approval of it.

**Move to Executive Session**

Opened at 6:02 PM on a Gingold/Mahaffey motion

Closed at 6:29 on a Douglass/Mahaffey motion

**Continuance of Regular Meeting New Business:**

A discussion took place about obtaining an Owner's Representative to manage the completion of the abatement and HVAC install projects because the gentleman currently in that management

position is not doing the job adequately. Thrasher is overseeing the abatement but not the overall project. A motion was made by Gingold, seconded by Douglass, to hire an Owner's Representative to facilitate the completion of the HVAC and electrical project at the downtown building, not to exceed $50,000. Motion carried by all.

Motion to adjourn Regular meeting at 6:48 PM by Douglass/Gingold. All approved verbally.